



CITY COUNCIL AIDE I/II+

Purpose:

To actively support and uphold the City's stated mission and values. To perform a wide variety of professional duties involved in the coordination of the activities of the City Council's office with other City departments, the Mayor's office and external organizations; to provide information and assistance to the public; to plan, organize and coordinate administrative functions for the City Council; and to provide operational and administrative staff assistance.

Supervision Received and Exercised:

Receives general supervision from the Mayor /City Council Chief of Staff.

Distinguishing Characteristics:

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice. Moreover, the City Council Aide I/II+ serves at the discretion of the incumbent City Councilmembers.

City Council Aide I/II+ must be politically astute and sensitive to issues or requests that have the potential for controversy.

City Council Aide I+

This is the entry-level classification in the City Council Aide series. This class is distinguished from the City Council Aide II+ by the level of education, experience, and/or the performance of less complex duties. Appointment to the higher level within the classification series requires that the employee meets the requisite education level and professional experience as well as performs the full range of duties with only occasional instruction or assistance as new or unusual situations arise.

City Council Aide II+

This is the advanced-level classification within the City Council Aide series. Employees within this class are distinguished from the City Council Aide I+ by meeting the requisite education level (bachelor's degree) and professional experience as well as the performance of the full range of duties. Employees at this level receive only occasional

instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit.

Essential Functions:

Duties may include, but are not limited to, the following:

- Drafts responses to citizen complaints and/or questions relating to governmental operations, procedures and similar matters for City Council signature; refers inquiries to the appropriate City department when necessary and follows up to ensure resolution; informs and updates the City Council concerning citizen complaints and resolution status; composes and prepares memos and reports pertaining to City Council business; prepares and assembles reports and other materials for distribution to the City Council.
- Monitors various issues of concern to citizens, employees and the City Council and relays information as appropriate; conducts surveys; collects information on operational and administrative problems and prepares reports.
- Conducts research on complex issues; compiles and analyzes data for special projects and various reports; provides administrative and professional support to the City Council and management staff as required.
- Maintains a database of citizen inquiries and complaints.
- Monitors, maintains, and schedules Councilmember's calendars.
- Coordinates and attends meetings with the City Council or other staff.
- Recommends and assists in the implementation of goals and objectives for special programs and projects; establishes schedules and methods for program operations; implements policies and procedures.
- Assists in preparing for City Council advances and/or retreats; assists in planning and coordinating meetings on behalf of the City Council.
- Researches, prepares and presents oral and written reports and recommendations to City Council and management.
- Conducts research and assists with drafting speeches.
- Participates on various committees or associations and may represent Councilmembers at various functions.

CITY OF TEMPE

City Council Aide I/II+ (continued)

- Demonstrates continuous effort to improve operations, streamline work processes and provide quality customer service.
- Attends City Council meetings.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

City Council Aide I+

Equivalent to one year of administrative or management support experience, preferably in a public agency.

City Council Aide II+

Equivalent to two years of administrative or management support experience, preferably in a public agency.

Education:

City Council Aide I+

Equivalent to an Associate's Degree from an accredited college or university with major course work in public administration, business administration, political science or other degree related to the core functions of the position.

City Council Aide II+

Requires a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, political science or other degree related to the core functions of the position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

- Work in a stationary position for considerable periods of time.
- Operates office equipment, such as computers, copy machines and calculators

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City Council Aide I/II+ (continued)

- Extensive reading and close vision work
- May require working extended hours

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 206 / 013

Status: FICA-Exempt / Unclassified